Appendix A – Help Feature

The Metrics application provides you with extensive on-line Help that is available from any function screen. This Help reflects the contents of the *Users Guide*. The feature is comprised of individual Information widows. Each Information window contains a piece of information, called a Help Topic, that describes a specific Metrics feature or issue. Three Search windows that you use to locate information are also available. Each Help Topic is related to a chapter, section or subsection of the *Users Guide*.

Accessing Help

You can access Help through the **Help** options on the menu bar or with the **Help** icon. The options that appear when you select the **Help** item on the menu bar are described below.

Help Option	Action Upon Selection
Contents	Opens the Metrics on-line Help feature. If you have used Help in other Windows applications, you already know how to take advantage of this option. If you have not activated Help during your present session, the Help Contents window will open by default. If you have activated Help during your current Metrics session, the Help search window that you used most recently will open.
About	Displays the version information about the current Metrics application. A pop-up window displays this version information. To close the About window, click **OK**. To exit the About window, select **File: Exit**.

Help Icon and Screen-Level Help

Help Icon

Clicking the **Help** icon or pressing the **F1** key from any Metrics function screen accesses screen-level Help. Screen-level Help provides specific information by opening the Information window for the active Metrics application and screen.

Searching with Help

Help has three different Search windows (Figure 1). You can perform different types of searches depending on your need.
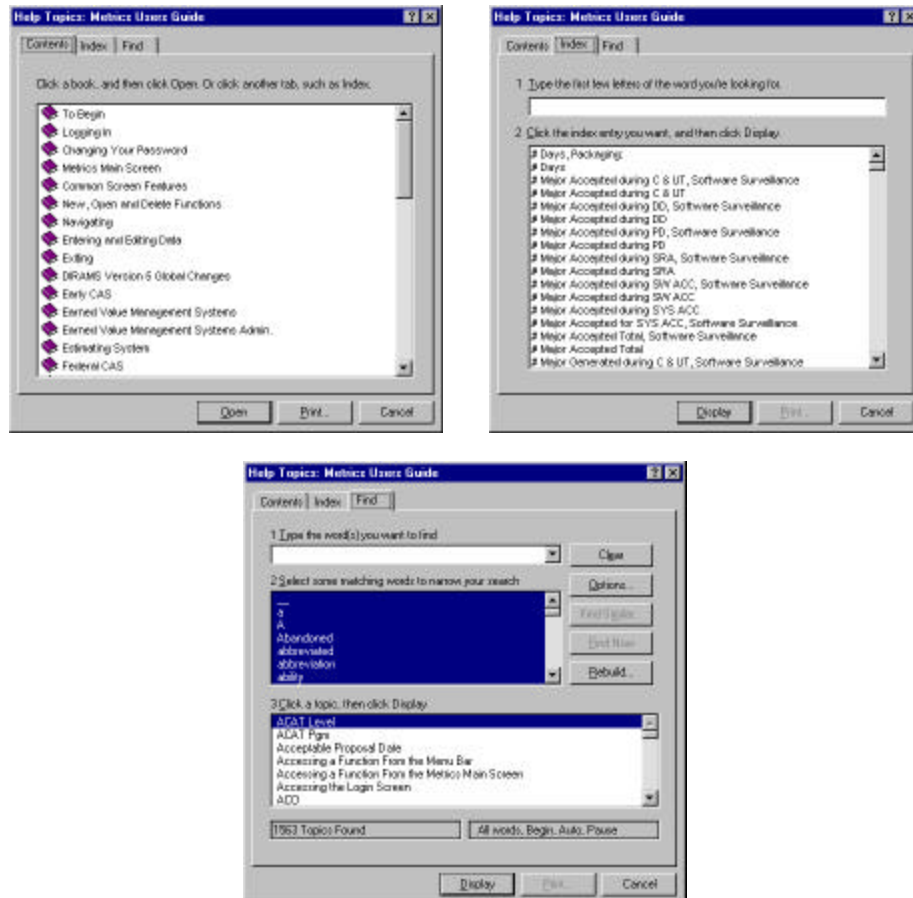

Figure 1 Help Contents, Index and Find Windows

- The Contents window allows you to look for information listed as headings in the *Users Guide*. Click the **Contents** tab to open the Contents window.

- The Index window allows you to look for information listed in the *Users Guide* Index. Click the **Index** tab to open the Index window.

- The Find window allows you to look for most words used in the *Users Guide*. Click the **Find** tab to open the Find window.

Tabs and buttons common to each of the three Help search windows allow you to navigate easily through the Metrics Help feature. The common tabs and push buttons are shown in Figure 2.
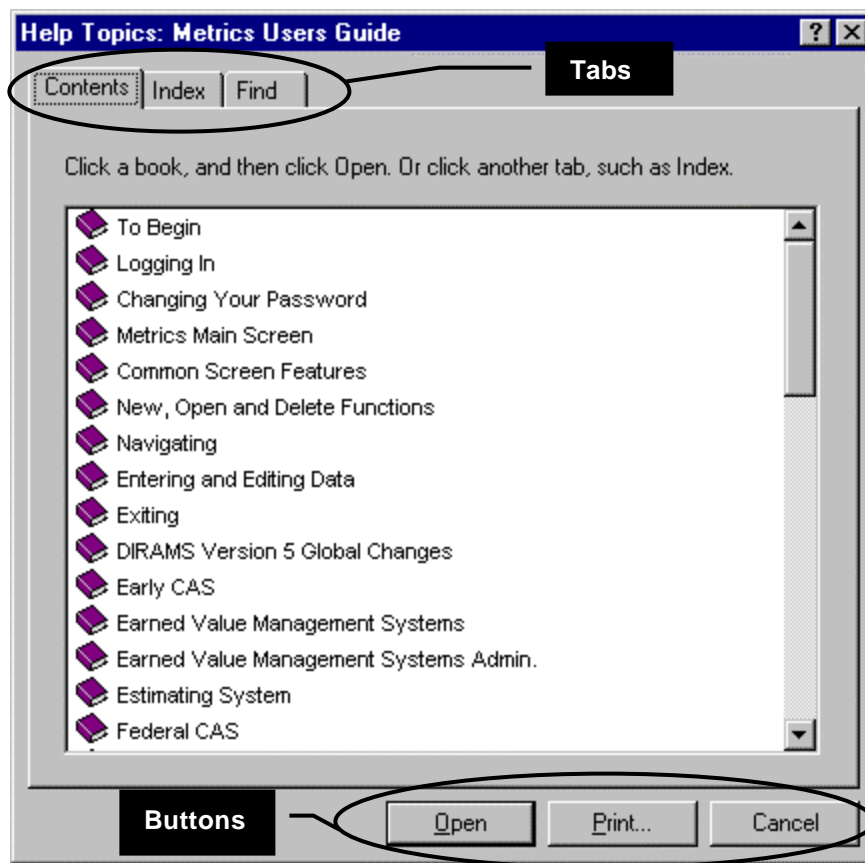
Figure 2 Tabs and Push Buttons

Common Help Search Window Tabs

These tabs are common to all Help search screens and allow you to move between the different search screens. Tabs and their functions are listed below.

Tab	Action
Contents	Activates Metrics Help Contents window. This search window contains a list of all headings in the *Users Guide*.
Index	Activates Metrics Help Index window. This search window uses a list of bookmarked index entries from the *Users Guide* to answer queries.
Find	Activates Metrics Help Find window. This search window uses a list of words from the *Users Guide* and a list of Help topics to answer queries.

Common Help Search Window Buttons

These buttons are common to all Help search screens and allow you to perform actions within a particular search window. Buttons and their functions are described below.

Push Button	Action
Open	Appears only on the Help Contents window. (Depending on what you are trying to do, **Open** sometimes toggles to **Display**.) Click on a closed book icon to select that book, then click **Open** to open that book and reveal the subheadings inside.
Display	Appears on the Find and Index windows. It also appears on the Contents window when a **Page** icon is selected. Click **Display** to open the Information window for a selected search element.
Print	Prints the selected topic. If you select a **Book** icon, every topic that falls beneath that book (i.e., every section within that chapter) will be printed. This feature is only available on the Find Contents window.
Cancel	Closes the current Help search window. If an Information window is open underneath the current search window, the Information window remains open and Help stays active after the search window closes.

Contents Window

To view the Help Contents window, Click on **Contents** from any Help Information window, or click the **Contents** tab from the Index or Find search windows. The Contents window is shown in Figure 3.

Click this tab to view the Contens Window.

Click a closed book, then click Open (or double-click on the book) to reveal topics.

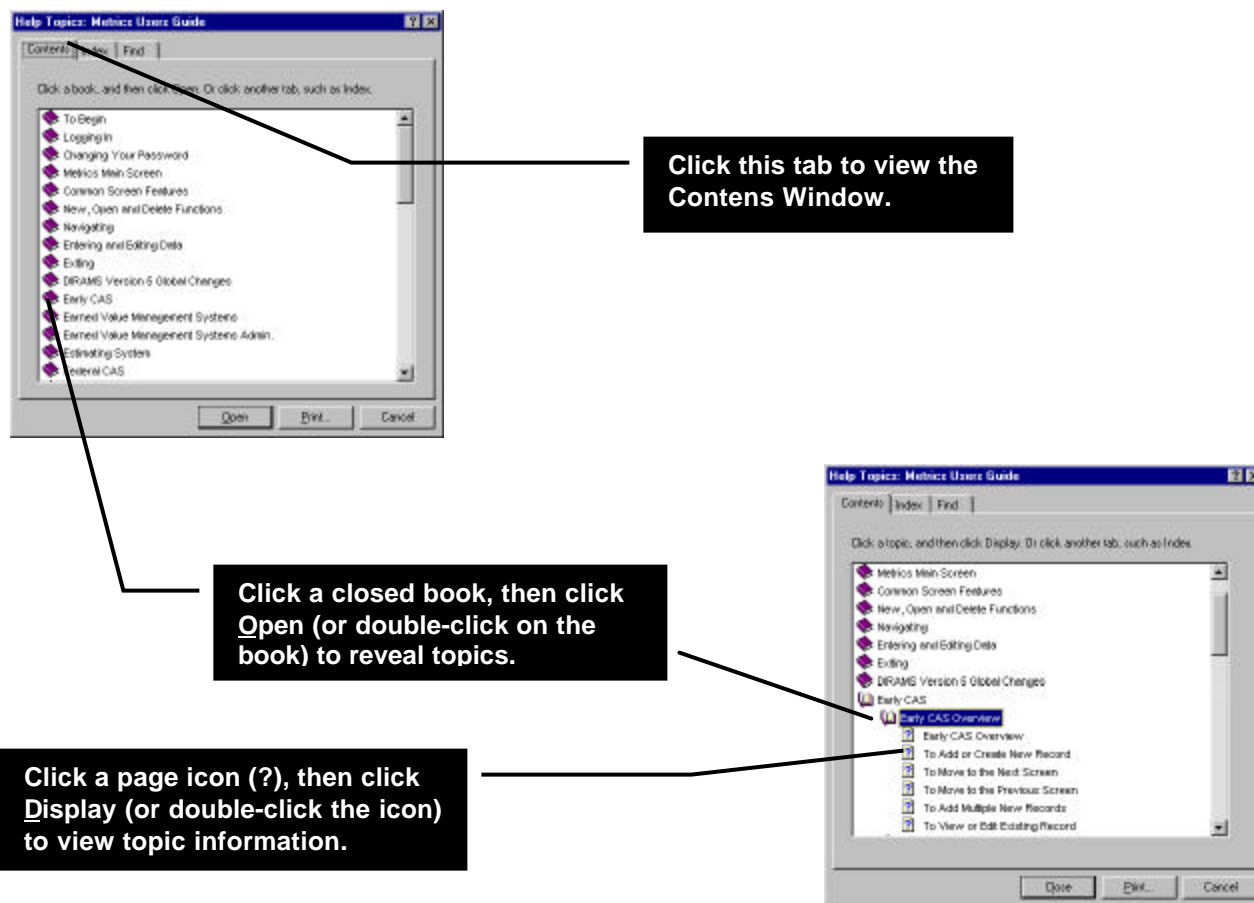**Click a page icon (?), then click Display (or double-click the icon) to view topic information.**

Figure 3 Contents Window

This screen consists of a list of chapters from the *Users Guide*, each next to an icon of a closed book. Sections and subsections are found on submenus inside each book.

Book Icons

To find help information about a particular heading, click the desired **Book** icon or text, then click **Open** (or double-click on the icon or related text). The **Book** icon will open to reveal another list of lower-level headings from the Users guide. These new topics may be represented by more closed **Book** icons or by single **Page** icons. Opening closed books will reveal more menus.

Note: To close a book, click on the icon or text, then click **Close** or double-click on the text or icon. All books within that book will also close.

Page Icons

The single **Page** icon with a question mark represents a help topic. Help topics are displayed in Help Information windows. Click a **Page** icon, then click **Display** (or double-click on the icon or text) to open the Help Information window for the chosen topic.

Index Window

To reach the Help Index search window, click on the **Index** tab from the Contents or Find windows or choose **Search** from a Help Information screen. The Index window is shown in Figure 4.
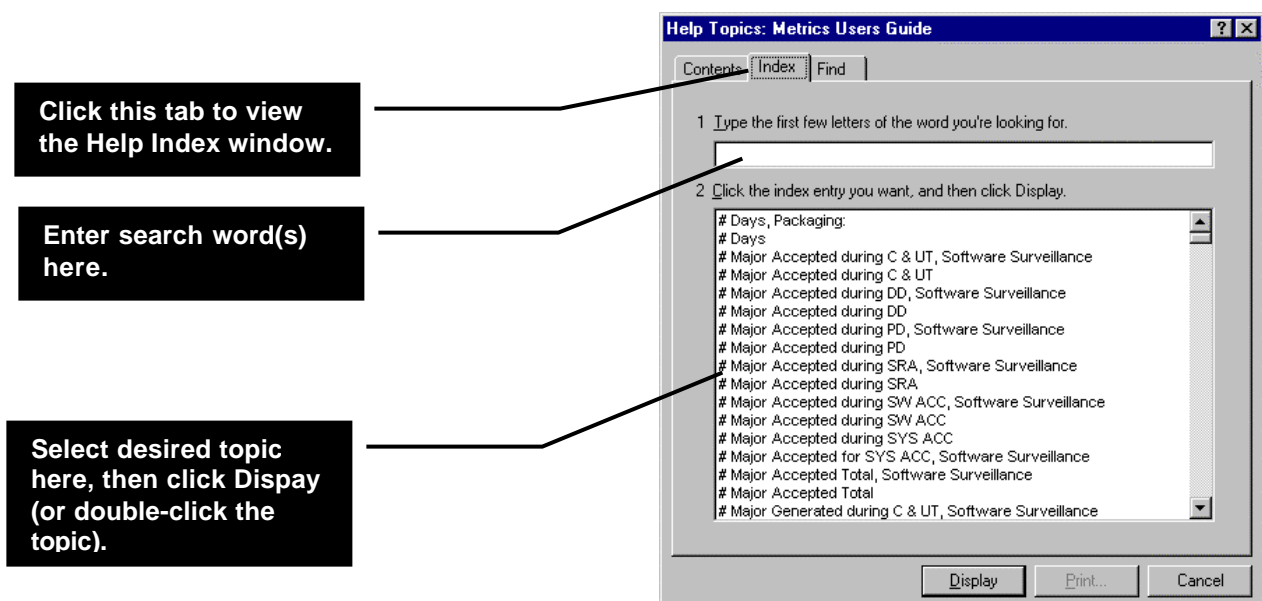

Click this tab to view the Help Index window.

Enter search word(s) here.

Select desired topic here, then click Dispay (or double-click the topic).

Figure 4 Index Window

The figure above shows two boxes. The top box contains a blinking cursor and the bottom box contains a list of words from the *Users Guide* Index. In the top box, enter the first few letters or words you want to find.

Note: If you enter uppercase letters, only words in all uppercase will be searched. If you enter lowercase letters, both lowercase and uppercase words will be searched.

The bottom box automatically scrolls to the section of the list containing what you enter. Click on the desired index entry from this box and click **Display** (or double-click the entry) to open the Help Information window for the chosen entry. You may also search by manually scrolling through the list of Index words using the scroll bar.

Find Window

To open the Help Find window, select the **Find** tab from the Index or Contents search windows. The Find search window is shown in Figure 5.
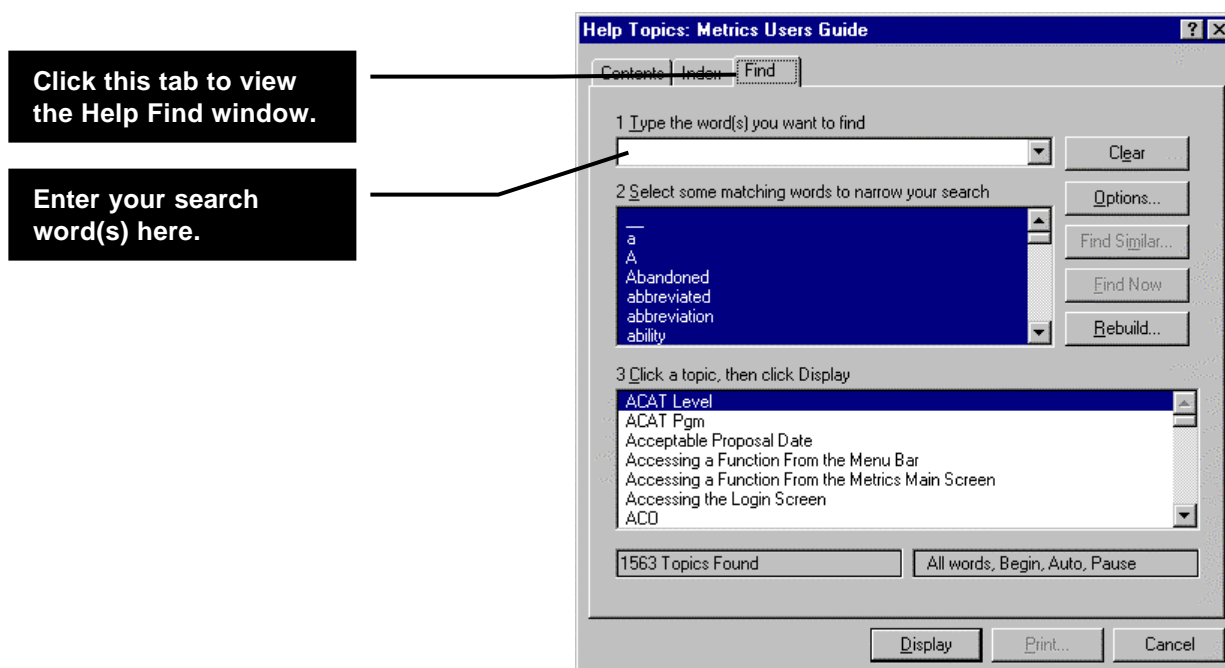
Click this tab to view the Help Find window.

Enter your search word(s) here.

Figure 5 Find Window

The figure shown above consists of three boxes. The top box contains a blinking cursor. Enter the word(s) or phrase to search in the top box. You should see a change in the other two boxes.

Note: If you enter uppercase letters, only words in all uppercase will be searched. If you enter lowercase letters, both lowercase and uppercase words will be searched.

The middle box contains a list of words that appear in the *Users Guide*. The current words are similar to what you entered in the top box. The more words you enter into top box, the more specific your search and the fewer words appear in middle box. Select the item in the middles box that most accurately reflects your search needs. (You may select more than one item from the middle box.)

Note: If no words appear in the middle box, the *Users Guide* does not contain your search words. Try a more general search.

The bottom box lists the titles of Help topics whose Information screens contain at least one of the selected terms in Box 2. Click on a Help topic in the bottom box, then click **Display** (or double-click on the topic) to see the Help Information window associated with that topic. This Information window will contain at least one of the words selected in the middle box.

You may also search by manually scrolling though the Index terms or the Help topics using the scroll bar. The bottom two boxes contain complete listings when the top box is unpopulated.

Find Search Screen Buttons

The Find search window has five buttons in addition to those common to all three Help search windows. They are listed and described below.

Button	Action
Clear	Clears search words from the top box.
Options	Opens Find Options window. This menu allows you to specialize how and when you search for your word(s) or phrase.
Find Similar	Searches for Help topics in the bottom box that are related to those you marked as relevant to your search. This push button may not be available unless you first change the search settings in the Find Options window.
Find Now	Searches for Help topics in the bottom box that contain the text or phrase you specified. If this push button is not available, the search happens automatically after you type the word or phrase. To use the Find Now button, change the settings in the Find Options window.
Rebuild	Opens the Find Setup Wizard window to rebuild the word list. This window allows you to recreate the word list that Help uses to search for matches to your queries. The Find Setup Wizard appears automatically the first time you access the Help Find window and periodically after that.

Find Setup Wizard

When accessing the Find window for the first time (and periodically after that), the Find Setup Wizard window will pop up. This feature rebuilds the word list used for searching with the Find window. Follow the directions in the window to compile the word list. The same window appears when you click the **Rebuild** button on the Find window. The Find Setup Wizard is shown in Figure 6.
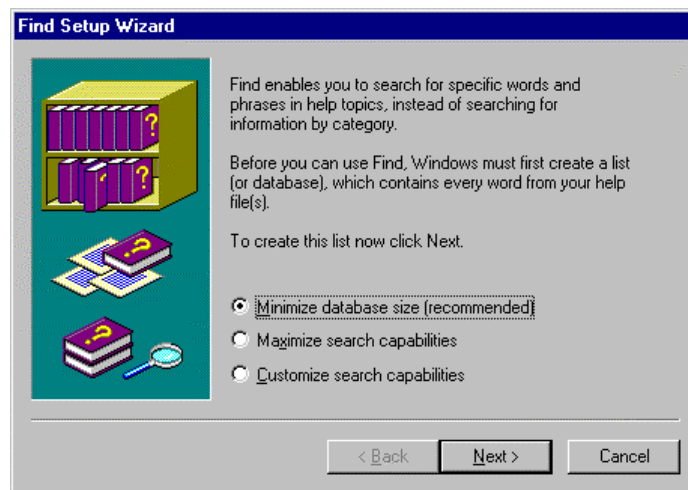
Figure 6 Find Setup Wizard

To set up the Help find functionality:

1. Select **Minimize database size (recommented)**. **Note:** This is the default selection.

2. Click **Next >.** The window changes.

3. Click **Finish**. The word list is created. (This may take a few seconds.)

Help Information Windows

A Help Information window (Figure 7) appears once you select a specific topic from one of the three searches above or click the **Help** icon (or press **F1**) from a Metrics function screen.

It is important to click <u>File</u>: <u>Exit</u> to close a Help Information window when you are finished using the Help feature. If you do not exit in this manner, Help will remain active after you exit the Metrics application.
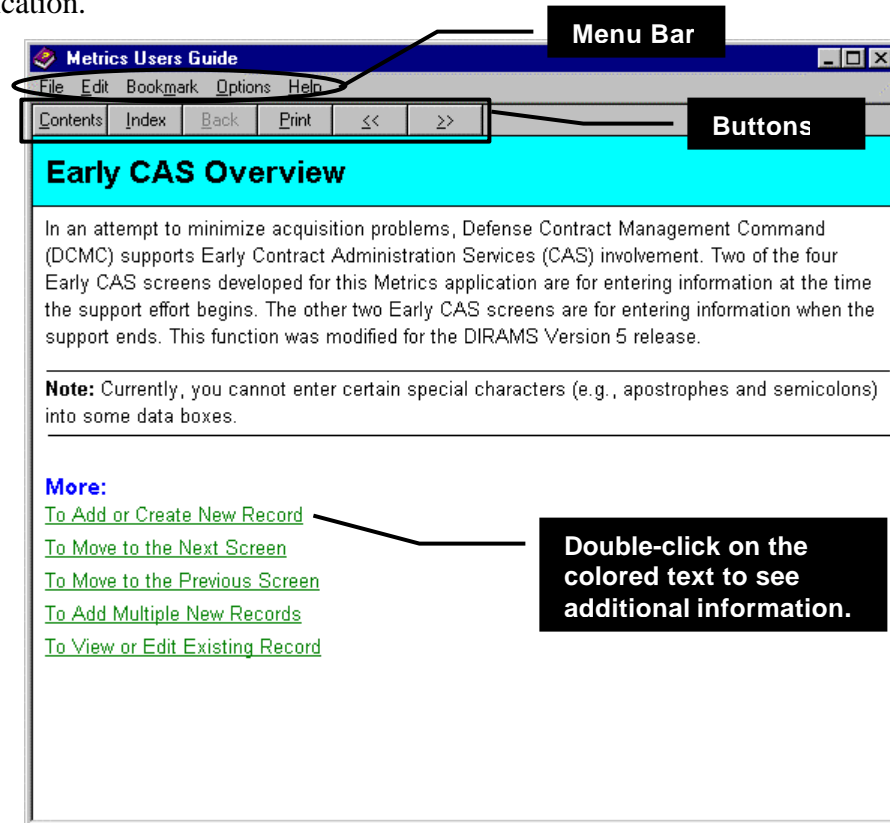

Figure 7 Help Information Window

Help Information windows provide information about selected topics. Use the menu bar and buttons to navigate to other screens. Most of the Metrics Help Information windows contain text that is green. These are links to other Information screens that are related to the current help topic. Double click on the colored text for more help.

Help Information Window Buttons

A description of the Help Information Window button functions is provided in the following table.

Button	Action
<u>C</u>ontents	Opens the Contents Search window.
<u>S</u>earch	Opens the Index Search window

Button	Action
Back	Returns to the Help Information window open before the current window.
Print	Prints current Help Information window
<<	The Help Information windows are arranged in order, so it is possible to browse from window to window across topics. The Information windows are arranged in the same order as the Help Contents window. Click **<<** to move backward in the chain of Help Information windows.
>>	The Help Information windows are arranged in order, so it is possible to browse from window to window across topics. The Information windows are arranged in the same order as the Help Contents window. Click **>>** to move forward in the chain of Help Information windows.

Menu Bars

The Help Information window has five pull down menus. These menus work as any other Windows menus. They are shown and described below.

File Options

The options that appear when you select **File** are shown below.

| File	Action
Open…	Allows you to open another file through Windows.
Print Topic	Prints the entire topic.
Exit	Exits the Help Feature and returns to the Metrics application that was last active.

Edit Options

The options appear when you click on **Edit** and are shown below.

Edit	Action
Copy (Ctrl+C)	Copies contents of Information window to the clipboard.
Annotate	Opens the Annotate dialog box.

A̲nnotate Dialog Box

Click **A̲nnotate** to open the Annotate dialog box (Figure 8).
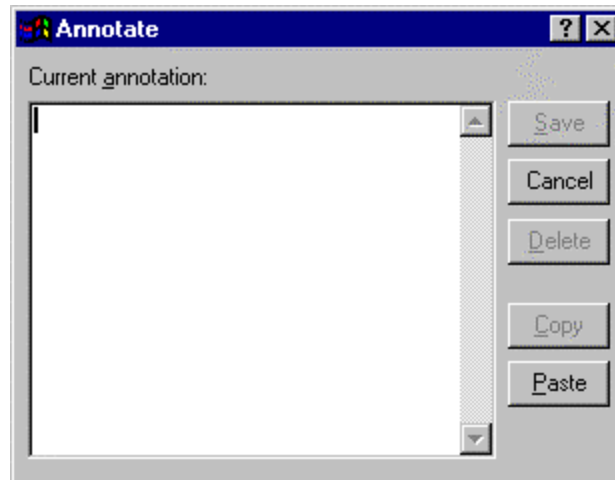
Figure 8 Annotate Dialog Box

This dialog box provides a space for you to type any additional information you want associated with this Help Information window. When an Information window is annotated, a paperclip appears at the top of the window. Click on the paperclip to display the dialog box and annotation text.

To make an annotation:

1. Type directly into the blank space in the dialog box.

2. click the **S̲ave** push button.

To erase an annotation:

Click **Delete**.

As in other applications, the **Copy** button copies selected text onto the clipboard; the **Paste** button copies the contents of the clipboard onto the cursor's present location in a document.

Book̲mark Options

The options that appear when you click **Book̲mark** are shown below. In addition, any bookmarks created will be listed underneath the option. Click on any bookmark on the list to see the related Help Information window.

Book̲mark	Action
D̲efine…	Opens the Bookmark Define dialog box to create or erase a bookmark.

Bookmark Define Dialog Box

Click **De<u>f</u>ine** to open the Bookmark Define dialog box (Figure 9).
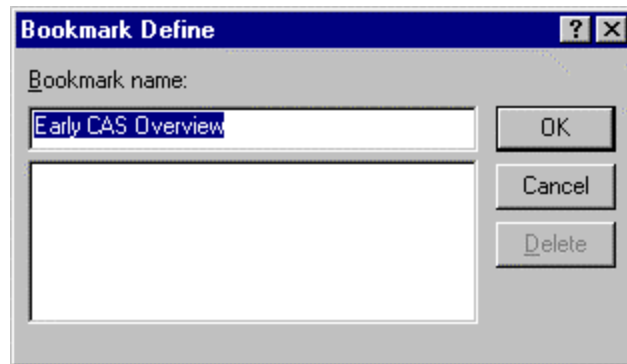
Figure 9 Bookmark Define Dialog Box

This dialog box contains two boxes. The upper box is populated with the title of the current Information window.

To bookmark this window:

> Click the **OK** button. This Information window is now listed on the **Book<u>m</u>ark** pulldown menu and can be accessed from any Information window.

Note: You may change the name of the bookmark by selecting the title and entering a new one before clicking **OK**. This will not change the name of the Help Information window itself.

The lower box contains a list of existing bookmarks, if any.

To erase a bookmark:

1. Click on a bookmark to select it for deletion
2. Click the **<u>D</u>elete** button. (The **<u>D</u>elete** button is only available if bookmarks are already present.)

Note: Click the **<u>C</u>ancel** button at any time to close the dialog box and return to the Help Information window. No changes are saved.

Options Options

The following choices are available under the **Options** menu.

Options	**Action**
Keep Help on Top	Controls the position of Help screens when toggling between different windows. The three options given are Default, On Top, and Not On Top. • Default tiles the active window on top of all others. • On Top tiles Help on top of all windows, even if it is not active • Not On Top tiles Help underneath other windows, even when it is active.
Display History Window	Opens the History dialog box. This box lists all the Help Information windows that have been opened during the current Help session. Click the title of any window listed here to move to that screen.
Font	Allows you to adjust the size of the font on Help Information screens between small normal and large.
Use System Colors	Changes color scheme of Help widows to the system color scheme. The color change will not take place until you restart Help. A dialog box pops up with the option of close Help now. You may close Help and re-open the feature to see the color change. If you choose to not close Help at this time, the color change will take place the next time you restart Help.

Help Options

The following choices are available under the **Help** menu.

Help	**Action**
Version	Opens a dialog box with information about the current version of Microsoft Windows Help. Click **OK** to close the dialog box.